



ABC Recycling

Powered by Metal
Guided by Inner Strength, Since 1912

Office Administrator Campbell River, BC

OVERVIEW

ABC Recycling is seeking an experienced Office Administrator, to be based out of our Campbell River, BC location. Reporting to the Regional General Manger, the Office Administrator is responsible for providing daily administrative support, and coordinating/dispatching trucks to and from our customer sites to our scrap metal facility for processing. In addition, this person will be responsible for handling all aspects of the retail sales. This includes selling/purchasing of scrap material, and monitoring the inventory levels. The key to this role is to be dependable, highly organized and efficient with the ability to work well with others within a small office environment.

RESPONSIBILITIES

- Codes and maintains all invoices, effectively and accurately
- Reconciles all non ferrous loads destined to the lower mainland
- Handles all employee expenses and submit them to A/P for processing
- Assists the Regional General Manager with bank deposits
- Maintains and clean and inviting office environment
- Answers phones, directs calls and responds to inquiries in a courteous, patient manner
- Provides accurate and up-to-date scrap metal pricing to our customers
- Coordinates and dispatches appropriate transportation to and from our customer sites
- Monitors inbound/ outbound shipments ensuring dispatched have been completed
- Manages the scale by weighing, recording, and issuing scale tickets in an accurate manner
- Seeks new business opportunities by reaching out new potential buyers/ sellers of scrap metal

QUALIFICATIONS

- +2 years' experience in a busy office environment
- Ability to perform in a fast-paced and team-oriented environment
- Strong attention to detail and sound work ethic
- Proficient with Microsoft Office (Word, Excel, Power Point and Outlook)
- A positive, "can-do" attitude and customer focused approach
- Good time management skills, multi-tasking skills, and communication skills
- Ability to prioritize and work effectively under pressure to meet deadlines

WORKING CONDITIONS

What makes a good company great? At ABC Recycling we know it's quite simply our people. We have built many long-standing relationships and career by treating out employees like family. To find out more about what makes ABC a great place to work, please visit our website at www.abcrecycling.com

TO APPLY

ABC RECYCLING HEAD OFFICE:

8081 Meadow Ave, Burnaby, BC V3N 2V9
www.abcrecycling.com

t: 604.522.9727

f: 604.522.9723

Please email your resume together with a cover letter to hr@abcrecycling.com. Please put "Office Administrator-CPR" in the subject line of the email.